



# LAKE HAVASU CITY

## Annexation Application

Submit completed application to the Development Services Department / Planning Division:  
2330 McCulloch Blvd N. / Lake Havasu City, AZ 86403 or [planninginfo@lhcaz.gov](mailto:planninginfo@lhcaz.gov)

To review regulatory procedures, see ARS § 9-471.

APPLICATION NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

### (1) APPLICANT NAME / MAILING ADDRESS / CONTACT INFO

\_\_\_\_\_  
PHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_  
\_\_\_\_\_

### (2) SITE LOCATION(S)

STREET ADDRESS \_\_\_\_\_  
ASSESSOR PARCEL ID \_\_\_\_\_ TRACT \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

### (3) PROJECT INFORMATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Acres: \_\_\_\_\_

### (4) SUBMITTAL REQUIREMENTS

- a) Legal description (Metes & Bounds only)
- b) Two (2) ea. 8-1/2" x 11" map of subject property

### (5) APPLICATION PROCESSING TIMEFRAME & FEES

- a) Staff reviews submittal requirements for completeness and compliance with the Lake Havasu City Code (3 business days).
- b) Staff contacts applicant for payment of fee (3 business days). Fees can be paid by credit card, check, or cash.
- c) Staff prepares initial notification to outside agencies and prepares affidavit and petition (15 business days).
- d) Staff requests information from internal departments regarding infrastructure and service plans (10 business days).
- e) Staff files affidavit and blank annexation petition with Mohave County Recorder and schedules item for next available City Council meeting (up to 60 days).
- f) Applicant is responsible to gather property owners' signatures and file completed petition with Mohave County Recorder (up to 1 year).
- g) Introduction of the annexation ordinance will be scheduled for the next available City Council meeting (up to 45 days).
- h) Adoption of the annexation ordinance will be scheduled for the next available City Council meeting (up to 45 days).
- i) If City Council adopts the annexation by ordinance, it is certified by the City Clerk's Office (3 business days).
- j) If adopted, the ordinance is effective thirty days (30) after adoption if no protest/contest of the annexation has been filed.

**Annexation Fee: \$850 Deposit (to be applied to actual cost calculated using fully burdened hourly rates)**

### (6) CONTACT PLANNING FOR FURTHER INFORMATION

Trevor Kearns, City Planner, Phone: (928) 854-0783, [kearnst@lhcaz.gov](mailto:kearnst@lhcaz.gov)

Chris Gilbert, Planning Division Manager, Phone: (928) 854-0722, [gilbertc@lhcaz.gov](mailto:gilbertc@lhcaz.gov)

### (7) CLARIFICATION

A person may request the City to clarify its interpretation or application of a statute, ordinance, code, or policy affecting the processing of this application in accordance with ARS § 9-839.

### (8) CERTIFICATION/ACKNOWLEDGEMENT

- a) I hereby file the above request as an authorized applicant.
- b) To the best of my knowledge, the information provided herein is accurate and true.
- c) I am aware of the steps and timeframes involved in the processing of this application.

To submit this application electronically, Lake Havasu City requires that you certify your application by submitting an electronic signature. Please type your name in the field below and click the confirm signature check box.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

CONFIRM SIGNATURE ☐

Notice: Arizona Revised Statutes § 9-495 requires in any written communication between the City and a person, the City provide the name, telephone number, and email address of an employee to provide information if the communication: 1) Demands payment of a tax, fee, penalty, fine or assessment; 2) Denies an application for a permit or license that is issued by the City; or 3) Requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that is issued by the City. The employee shall reply within five (5) business days after City's receipt of a communication if authorized and able.